

## Nonprofit Organization Reporting Procedures and Guidance

SB539 requires nonprofit organizations meeting certain criteria to compile a report in the State of Nevada and post it to a publicly available website. The procedures below define reporting requirements and qualifiers.

### Criteria for Registration

Nonprofit organizations must carefully review their activities within the state to ensure compliance when preparing the yearly report as required by SB 539. In order to evaluate whether the nonprofit functions within the “Included Activities” described in the law, please see the questions below.

1. How do I know if my nonprofit organization is required to report?
  - a. Two qualifiers determine if the nonprofit is required to create the yearly report for SB 539:
    - i. Funding of medical research in the State of Nevada which may include:
      1. Biomedical research
      2. Basic medical research
      3. Preclinical research
      4. Clinical research
    - ii. Advocacy on behalf of patients which may include:
      1. Providing direct patient services to patients with chronic, debilitating and life-threatening illnesses who are confronting critical access issues, including insurance denials, access to care, medical debt crisis.
      2. Acting as a liaison between a patient and their insurer, employer and/or creditors to resolve insurance, job discrimination and/or debt crisis matters relative to their diagnosis.
      3. Working to promote access to affordable, quality healthcare for people with chronic, debilitating or life-threatening illnesses.
2. What activities are excluded from reporting requirements?
  - a. Scientific and clinical activities undertaken by public health agencies.
    - i. This may include public health practice and public health research to prevent disease or injury and to improve the health of communities through activities such as disease surveillance, program evaluation, and outbreak investigation.

### Report contents

The report should include the following data points:

1. The name of the donor, third party, pharmacy benefit manager or trade advocacy group for manufacturers, third parties or pharmacy benefit managers.
2. The type of donation:
  - a. Either a dollar amount and/or
  - b. Anything else donated to the nonprofit organization that is of value.
3. The percentage of the nonprofit organization’s total income that is attributable to the contribution received.

Example:

Name of donor	Donation type	% of overall income for 2017
ABC Pharmaceutical	Funding for research	25%

## Process for Reporting

The report shall be placed on a publicly available website maintained by the nonprofit each calendar year by February 1. Posting may be a part of an annual report that the nonprofit organization creates as long as all data requirements are met and clearly marked. If the nonprofit organization does not maintain a website available to the public, the report should be sent to [drugtransparency@dhhs.nv.gov](mailto:drugtransparency@dhhs.nv.gov) for posting on a website maintained by the State of Nevada. The Nevada Department of Health and Human Services (DHHS) will send a confirmation email upon receipt of the report. The report will be added to the website that is maintained by the State of Nevada within 30 days of receipt.